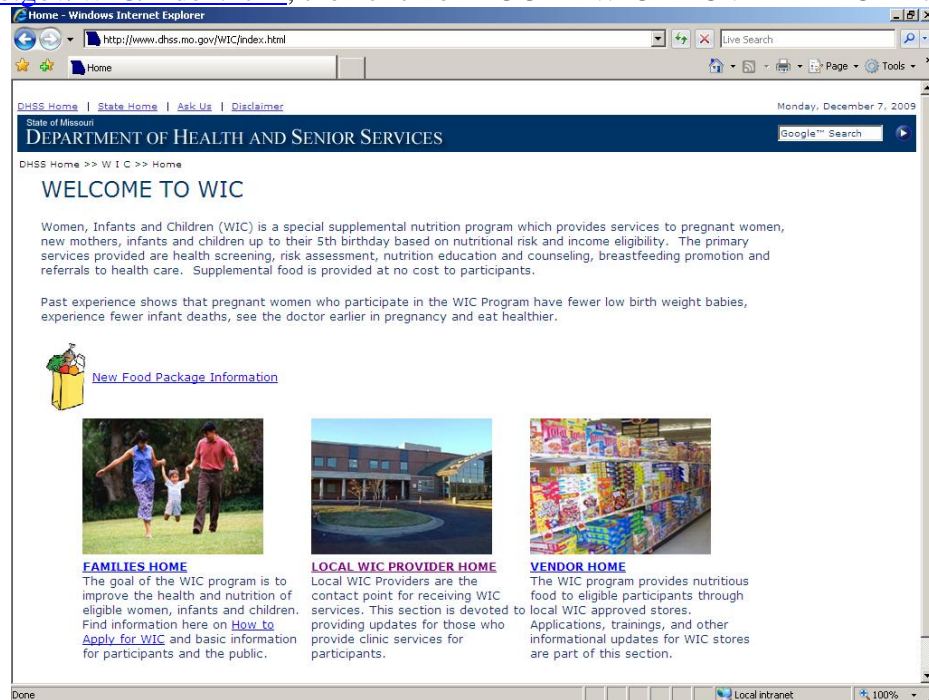


# How to Run Crystal Reports

In order to review reports through the Crystal Reports website, you will need to open Crystal Reports. To get there from the WIC Home Page, follow the diagrams below. The WIC home page is located at <http://www.dhss.mo.gov/WIC/index.html>, then click on LOCAL WIC PROVIDER HOME.



You should see the screen below. From the left-hand bar, select Data & Statistical Reports.



Select Missouri WIC Data Reports.



To access Crystal Reports, you will need to be sure you have access to these reports. If you do not have access, please complete an ASAP request. If you already have access, enter your user name (if not already filled in) and your password and click Log On. The User Name is the first letter of your first name and the first letter of your last name plus the last four digits of your social security number.



Log On to InfoView

**Welcome to BusinessObjects**

Enter your user information and click Log On.  
(If you are unsure of your account information, contact your system administrator)

System: crystal1

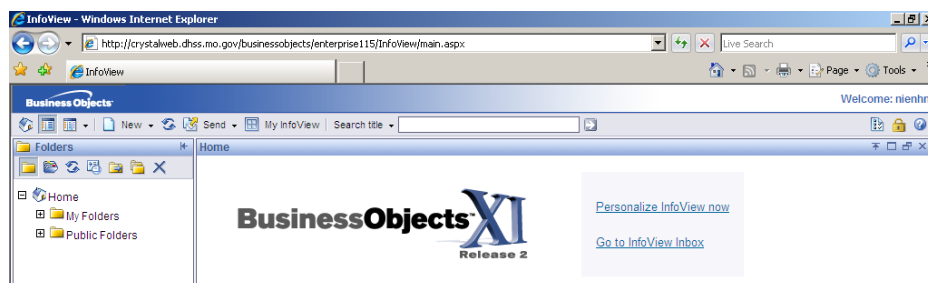
User name: nienhm

Password: \*\*\*\*\*

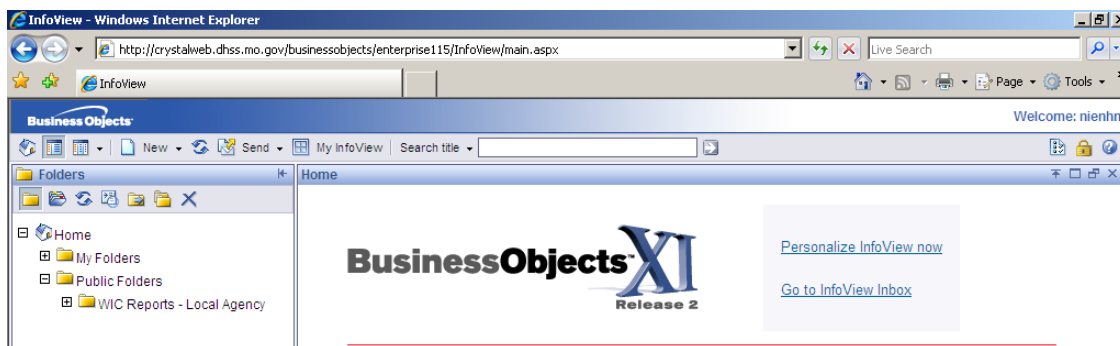
Authentication: Enterprise

Log On

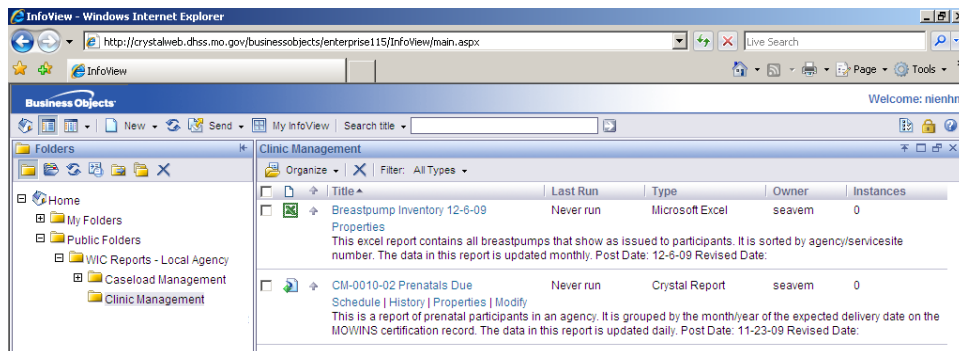
This is the screen you will see after a successful log on.



By expanding the selections on the left hand side (+), you are able to see what you have access to view. Any WIC reports that you will need to view should be located in the Public Folders, under WIC Reports - Local Agency.



In the example below, we are looking for the report that will list the women in an agency who are expecting to deliver a child. This report is entitled, "CM-0010-02 Prenatals Due" and is located under Clinic Management. To select the report, click on the report title.



You will notice a mask is opened, waiting for further information about your request. This mask will appear on most reports. The values it is asking for depends on your agency. For agencies with satellite sites, the top portion will need to be completed. If your agency does not have satellite clinics, skip to page 6. Enter the range of your agency/clinic sites.

The range value is the agency number (3 digits), in this case 718 and the clinic number (2 digits). In order for the report to include all satellite sites, the first value (Start of Range) must be the agency number and two zeros (71800); the End of Range needs to be the agency number and 99 (71899). By using the 00 start number and the 99 end number, this will ensure all satellite sites are included in the report. Once typed, select the button Add Range.

InfoView - Windows Internet Explorer  
http://crystalweb.dhss.mo.gov/businessobjects/enterprise115/InfoView/main.aspx

Welcome: nientm

Enter prompt values.

Enter Agency/Clinic Number: Agency/Clinic Number

The value must be between 5 and 5 characters long.

Start of Range: Enter a Value: 71800  
End of Range: Enter a Value: 71899

☒ Include this value ☐ No lower value ☒ Include this value ☐ No upper value

Add Range

Selected Values:  
71800 - 71899

Remove Remove All

OK

Notice that the range is now listed in the "Selected Values" section. The information listed in this table is what will be included in the report. Click OK.

InfoView - Windows Internet Explorer  
http://crystalweb.dhss.mo.gov/businessobjects/enterprise115/InfoView/main.aspx

Welcome: nientm

Enter prompt values.

Enter Agency/Clinic Number: Agency/Clinic Number

The value must be between 5 and 5 characters long.

Start of Range: Enter a Value: 71800  
End of Range: Enter a Value: 71899

☒ Include this value ☐ No lower value ☒ Include this value ☐ No upper value

Add Range

Selected Values:  
71800 - 71899

Remove Remove All

OK

By clicking on OK, the report will be generated. Notice the menu to the left of the report (circled in red). These numbers are the satellite clinics. By clicking on the plus (+) signs next to each, it will give you the option of which month you would like displayed in the window.

Missouri Department of Health and Senior Services  
WIC and Nutrition Services Program

CM-0010-02 Prenatals Due

NORTH CENTRAL COMMUNITY HEALTH CENTER (71801)

Participant Name & SWID	Expected Delivery Date	Primary Phone
Address/City/State/Zip	SWID	Secondary Phone
December 2009		

Specific data for your clinic(s) will be listed here.

As you can see, this clinic (71801) has prenatal women listed from December 2009 through July 2010.

Missouri Department of Health and Senior Services  
WIC and Nutrition Services Program

CM-0010-02 Prenatals Due

NORTH CENTRAL COMMUNITY HEALTH CENTER (71801)

Participant Name & SWID	Expected Delivery Date	Primary Phone
Address/City/State/Zip	SWID	Secondary Phone
December 2009		

Specific data for your clinic(s) will be listed here.

If your agency does not have satellite sites, you will only need to complete the lower portion of the form. In this case, you will need to enter the three digit agency number (317) and the two digit clinic number (99). Click on the add button (>) to move the number to the Selected Values box.

Enter prompt values.

Enter Agency/Clinic Number:  Agency/Clinic Number

The value must be between 5 and 5 characters long.

Start of Range:

End of Range:

☒ Include this value ☐ No lower value ☒ Include this value ☐ No upper value

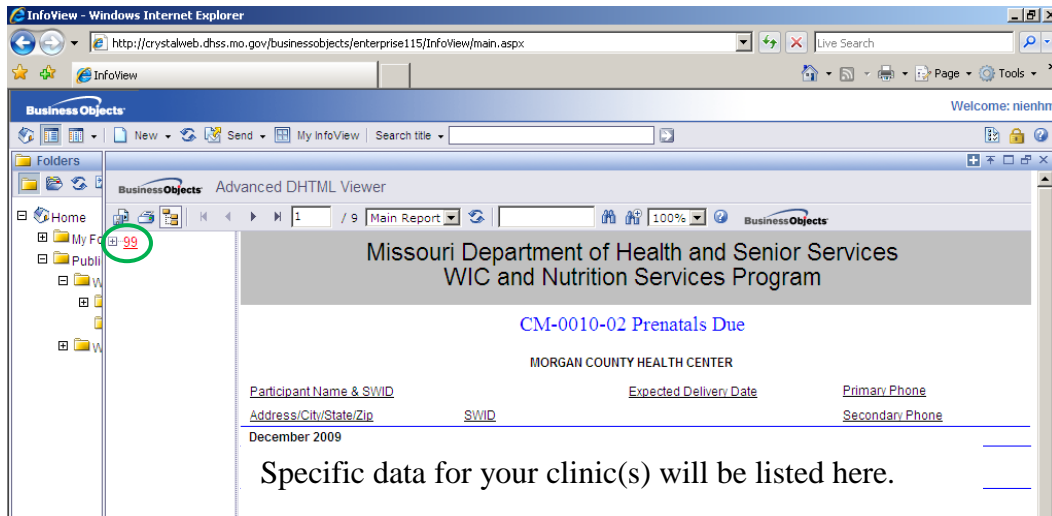
Add Range

Selected Values:

Remove Remove All

OK

Once this data has been entered, click on OK and the report for the specified agency/clinic will be in the window. Notice the clinic number listed in the panel to the left of the report.



By selecting the plus sign (+) next to "99", it will display the monthly reports that include prenatal women for the selected clinic.

